

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Indiana Learning Systems

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications		Lesson matches original description	Satisfactory	Criminal Background Checks	
Recruiting Materials		Instruction is clear	Satisfactory	Health/safety laws & regulations	
Academic Program		Time on task is appropriate	Satisfactory	Financial viability	
Progress Reporting		Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 2:1	Satisfactory		

ACTION NEEDED: NONE

(As per the on-site monitoring overview document, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since Indiana Learning System's document and compliance analysis was completed during the 2005-2006 school year, only an observation was completed for the 2006-2007 school year).

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Indiana Learning Systems

SITE: 8729 US 31 S (Sylvan Center)

TUTOR'S INITIALS (ALL TUTORS OBSERVED): G.C., and M. H.

NUMBER OF LESSONS OBSERVED: 2

DATE: 1-16-07

REVIEWER: ST, BM

TIME OF OBSERVATION: 5:45-6:30pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		<p>Tutors worked with groups of 2 students consisting of varying age and ability levels. Each student worked on a different assignment; however, assignments were related to that student's individual needs. Tutors provided direct support/assistance to one student at a time. Tutors introduced a lesson to a student, the student was encouraged to practice the skill on their own, and lastly the tutor reviewed the student's answers on independent practice assignments before moving on to the next lesson or activity. Students who were not working directly with the tutor worked on completing their individual assignments.</p> <p>One student completed a word recognition activity with sight words on vocabulary cards, workbook pages/worksheets on synonyms, and a reading assignment on finding supporting facts in a reading passage. Another student (a beginning reader) practiced word pronunciation with sight words on vocabulary cards, completed a workbook assignment on identifying word endings and listened to a story on tape followed by answering questions about the setting of the story.</p> <p>Observed lessons match original description in provider application.</p>
Instruction is clear	S		Tutors provided clear directions that students were able to understand. Tutors also asked follow-up questions to evaluate student comprehension of instructions. Tutors provided appropriate direct support if/when students requested assistance.
Time on task is appropriate	S		Students generally stayed on task. Tutors were able to redirect students who were supposed to be working independently on assignments when they were off task or appeared to be having difficulty completing their assignment.
Instructor is appropriately knowledgeable	S		Tutors appeared to be familiar with the content of the assignments as evidenced by their ability to explain concepts and skills in multiple ways to ensure that students fully grasped lesson content. Tutors appropriately adapted instruction based on student needs and referenced student learning plans in binders during the session.
Student/instructor ratio: <u>2:1</u>	S		Application notes that the ratio will be 3:1 and that instruction will be in small groups. A 2:1 ratio and small group instruction were observed.